

TOWN COUNCIL WORK SESSION MEETING

Monday, February 4, 2019
7:30 pm
Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (January 16, 2019)
- VII. Brief Presentation by President, Board of Commissioners,
Upper Marlboro, MD. Ms. Tonga Y. Turner (5 min)
- VIII. Brief Presentation by Town Lobbyist Greenwill Consulting Group (5min)
- IX. Public Period (limit 2 minutes)
- X. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Town Circuit Rider
 - d. Code Enforcement
 - e. Ombudsman
 - f. Police Chief
 - g. Town Administrator
- XI. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
 - d. Mayor
- XII. Legislation
- XIII. Close Session
- XIV. New Business
- XV. Adjournment

**Town Council
Work Session Meeting- 7:30 PM
Monday, February 4, 2019
Municipal Building
Meeting Minutes**

Call to Order: 7:32 PM

Roll Call: CM McLaurin, CW Hines, CM Washington, CW Brownson, CM Barnes present; CM Kennedy II and Mayor Muhammad arrived at 7:50 PM. Quorum established.

Moment of Silence:

Pledge of Allegiance:

Approval of Agenda: Motion by CW Brownson to approve the agenda; seconded by CM McLaurin; all in favor.

Approval of Minutes from Wednesday, January 16, 2019: Motion by CW Brownson to approve the minutes; seconded by CW Hines; all in favor; motion passed.

Presentation by Mayor Tonga Turner, President of Board of Commissioners of the Town of Upper Marlboro, with an introduction by Darrell Carrington of Greenwill Consulting Group.

Mayor Turner introduced her chief of staff and Director of Finances. Mayor Turner discussed grant opportunities and municipal partnership opportunities that Upper Marlboro was interested in pursuing with the Town of Forest Heights. Mr. Darrell Carrington announced that the Mayor and Town Administrator would be visiting Delegate Turner and Senator Patterson in Annapolis on February 6 to discuss bills regarding video lottery terminal law to add language to secure \$120,000 in proceeds to the Town and Legislation with Delegate Jay Walker regarding the \$120,000 from last year was also in progress.

Public Period: Mr. Larry Stoner asked if the Town would be having a debate for the municipal election.

Staff Reports: can be pick-up from the Town Clerk Office or view on the Town Website

Treasurer's Report -- Status report of the Town's finances for the month of January 2019 were distributed to the Town Mayor and Council and read into the record.

Public Works -- Status report for the month of January 2019 were distributed to the Town Mayor and Council. Mr. Vaughn answered questions regarding report and on status of projects on Cree Drive.

Circuit Rider -- Status report for the month of January 2019 were distributed to the Town Mayor and Council.

Code Enforcement -- Status report for the month of January 2019 were distributed to the Town Mayor and Council. Mr. Hawkins answered question regarding progress on planning of demolition of the 5500 block of Livingston Road, former location of Star Cleaners.

Ombudsman's Report -- Status report for the month of January 2019 were distributed to the Town Mayor and Council.

Police Chief Report -- Status report for the month of January 2019 were distributed to the Town Mayor and Council.

Town Administrator -- Status report for the month of January 2019 was given to the Town Mayor and Council and read into the record by the Town Administrator.

Mr. Robinson announced that the part time Code Enforcement officer has resigned.

Ward Reports:

Ward I--CM Barnes asked about the municipal debate, as well as clarification on a Next-door post that served as an advertisement for Forest Heights Day.

Ward II--CW Brownson asked about beautification process on Indian Head Highway and if we could receive funding. CM Kennedy II thanked the Town and contractors for the handling of the recent snow and ice issues.

Ward III--CW Hines invited the council to attend a Spaghetti Dinner on Thursday, 2/5/19 hosted by the Forest Heights Elementary School PTA. She also thanked Public Works for their service during the snow storm.

CM McLaurin inquired whether the Town of Forest Heights is liable for water running down on a property on Cree Drive. Mr. Best responded that the developer would be responsible for drainage issues, though there could be a claim if the land had been disturbed.

Mayor's Report: Thanked Mayor Turner and Greenwill for their reports.

Legislation

Resolution 04-19 to approve and amend the existing snow removal services agreement between the Town of Forest Heights and Faulkner Lawn Care and Construction Inc. Motion by CM Kennedy II to waive the full reading; seconded by CW Hines; all in favor; motion by CM Kennedy II and seconded by CW Hines to adopt Resolution 04-19; discussion; vote; (5) yes; (2) no; motion passed.

Resolution 05-19 to approve fees paid to AB Consulting Inc. to complete expedited plan, review services with the county Department of Permitting, Inspections and Enforcement (DPIE) for the North Huron Drive sidewalk project; motion by CM Kennedy II to waive the full reading; seconded by CW Hines; all in favor; motion by CM Kennedy II to adopt Resolution 05-19; seconded by CW Hines; discussion; vote; (6) yes; (1) no; motion passed.

Closed Session (8:40p.m.) - Motion by CM Kennedy II; seconded by CW Hines; to go enter closed session to discussed #1 under the State Government Article Section 10-508(a) of the closed session form; vote (7) yes; (0) no; motion passed.
End Closed Session (9:27p.m.)- Council President CM Washington stated all persons who were in attendance in the closed. Mayor Muhammad, CM Kennedy II, CM McLaurin, CW Hines, CM Barnes, CW Brownson, Attorney Best & Clerk Hawkins.

New Business--CW Brownson ask if the Town could place in the next Town Budget an Emergency Fund for Town Residents.

Adjournment 9:41pm

Greenwill
Government Relations Firm
92 Franklin Street, Suite 202
Annapolis, MD 21401

Town of Forest Heights
Legislative Priorities 2019

Greenwill Consulting Group, in consultation with the Town's Mayor, Council and Staff, has identified the following items to pursue during the 2019 General Assembly Session:

- Amend HB0130 (CH0767) "Video Lottery Terminal Proceeds - Local Impact Grants - Distribution to Communities Near Laurel Race Course" from 2018 to specifically add "the Town of Forest Heights" instead of "communities" to the law. Greenwill will work closely with Senator-Elect Patterson, Delegate-Elect Turner and Delegates Walker and Valdarrama.
- Follow-up with County Council on the release of the \$120K allocated through local impact grants:
 - Greenwill has met with Council Chair Turner to alert his Office of the issue at hand
 - Upon Town's leadership availability, Greenwill will set meetings with relevant Councilmembers – Franklin, Hawkins and Anderson-Walker
- Monitor and track Statewide legislation that may impact the Town
 - The Department of Commerce, Secretary-Designee Schulz, has requested SB0011 – "Distressed Counties - References and Definitions"
 - Commerce has also requested SB0012 – Capital Projects – Inclusion of Public Art
- Monitor, track and prepare Town for project submission for 2020 (Town has been briefed on the new process for bond bills for the 2019-2020 Legislative Sessions)

**Town of Forest Heights
Treasurer's Report
January 31, 2019**

	Bank Acct Balance <u>1/31/19</u>	Quickbook Balance <u>1/31/19</u>	Quickbook Balance <u>1/31/18</u>
TD Bank General Fund	553,874.87	550,522.81	788,818.35
TD Bank Rainy Day Fund	154,132.40	154,132.40	151,010.74
TD Bank Speed Camera	2,751,217.18	2,751,217.18	1,987,747.41
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,672,589.04</u>	<u>3,669,236.98</u>	<u>3,140,941.09</u>

General Fund Highlights:

1. Real Estate Tax distribution received - \$373,984.83
2. Income Tax distribution received - \$4,250.02
3. PG Co. Waste Disposable Rebate received - \$1,999.00
4. MD State Highway User revenue - \$3,572.52
5. Sale of Solar Panel energy - \$316.20
6. Comcast Franchise Fee received - \$3,943.14
7. Verizon Franchise Fee received - \$7,354.65
8. Verizon Peg Grant received - \$4,677.55

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

February 1, 2019

Town Appearance:

- Spreading salt brine on roadway for snow eventDaily placing salt and sand on icy areas on town's roadway
- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Cleaning storm drains of leaves
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- **Rolph Dr.**
 - Asphalt overlay is now recommended
- The Infrastructure Bond Committee met on 1/30/19 to discuss ways and means to resolve the stormwater runoff/ groundwater on a number the town's roadways. The committee has inventoried these streets and plans to prioritize them by early next week in terms of funding.
- **N. Huron Dr.**
 - DPIE has requested a second review The Second and final approval from DPIE is the Site Development Fine Grading permit (SDFG).
 - Moving forward with Safe Routes & N. Huron, with Pennoni P.E
 - Plans are finalized for SRTS. Waiting for final word from SHA to start advertising.
 - Signs have been placed at both ends of the project
- Placed 300' of Super Silt Fence in front of hill on Sachem Dr.
 - Keeping close eye on hill during rain
- Working with PGC DPW&T in identifying leaking water pipe in front of 5801 Sachem Dr.
 - Met with Matt Moser of Midas Utilities about possible solution for pipe leak on Sachem Dr. (02/01/19)
 - PGC DPW&T unable to locate inlet/outlet for pipe
 - Blair Jones (SHA) conducted a visual inspection and concluded that it may be possible that the pipe may fall in the ROW of MD-210. SHA will conduct a more thorough investigation. PW will supply them with pictures and videos.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- PG Soil Conservation District passed on names of Geotech firms to consider concerning BMPs for the slope erosion on Sachem Dr. hill.
- To date, we've had two companies to look at the Sachem hill for possible solutions and waiting for the results/proposals:
 - AB consultants
 - Geotech Engineers
- Three different Environmental Engineers looked at the streets with water issues, will give results/proposals for work:
 - Arthur Engineering Services
 - Pennoni Assoc./AD Marble
 - AB Consultants
- Received bids for the repairing of the yellow retaining wall
 - Selected Portugal Construction to construct the retaining wall
- Contacted PG DPW&T about clogged drain @ Comanche Dr. and Shoshone Dr.
 - Dave Howard of PG PW&T confirmed that this storm drain is not part of the system they maintain. It is the town's responsibility to clean and maintain it.

Building Infrastructure:

606 Modoc:

- Precon meeting at DPIE (01/28/19)
- Weekly meetings for updates (postponed)
- Pennoni Assoc. has been chosen to be the PM for the project pending council's approval.
- In negotiation with DPIE for Attachment 1's & CGU Permit (TPIP approved)
- Pennoni attended Pre-con meeting at DPIE as Project Coordinator for 606 Modoc
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)
- Value Dry to install sump pump system in Municipal bldg. (Completed)
- PW will paint Town Administrator and Mayor's office

Equipment Maintenance

- Temp. fix on Ford F-250 4WD
- Repair Snow Blower
- Repair salt spreader and hydraulics on dump truck

Other Areas:

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- Answering Resident Communication (numerous)
- Attended Eastover & Forest Heights Trail Improvements meeting
- Purchased salt and sand for the freeze thaw areas in the town
- Phone calls, follow ups and meetings with contractors and vendors



Tasks accomplished:

- Sustainable Communities Program Application for Designation Renewal submitted: November 6, 2018.
- Acting as liaison, working with the Forest Heights/Oxon Hill CDC Executive Director (Cynthia Mann) to discuss the partnership between the town of Forest Heights and the CDC.
- Met with CDC, Maryland Capital Park and Planning, and representatives from Forest Heights Council and Mayor's office regarding Eastover and Forest Heights Trail improvements.
- Submitted and received Local Government Insurance Trust (LGIT) Body Camera grant award (\$5,000).
- Submitted Department of Housing and Community Development (DHCD) grant for sustainable community projects/infrastructure.
- Submitted Chesapeake Bay Trust (CBT) grant (\$197,000) for permeable pavements/sidewalks (in conjunction with a Safe Routes to School grant).

Ongoing projects:

- Coordination of solar panel placement grant and roof shingle replacement effort for new Police building
- The following meetings were attended:
 - Met with Kevin Baynes; Director, State Revitalization Program; (Discussion of future community legacy application)
 - Met with Duane Felix; Assistant Director, Division of Neighborhood Revitalization; (Discussion of programmatic policies and procedures for the upcoming DHCD grants)
 - Met with Sadie Drescher; Project Director, CBT; (Technical review feedback summary)



After these meetings, the following information on state funding was received:

From: Duane Felix -DHCD- <duane.felix@maryland.gov>
Sent: Wednesday, January 30, 2019 4:26:53 PM
To: Linwood Robinson
Cc: Stanley Mosley Sr
Subject: Re: January 22nd Meeting @ 10:30AM

Linwood and Stanley,

Here is information on state funding that may be able to assist with some of the projects you mentioned at our meeting:

Street/Sidewalk repairs and paving
<https://www.roads.maryland.gov/Index.aspx?PageId=707>
Sean Campion
Phone (410) 545-8863
Email: scampion@sha.state.md.us

Community Parks & Playgrounds Program Grant - Senior Park
http://dnr.maryland.gov/land/Documents/POS/cpp_proposal_guide.pdf
Margaret Lashar
Phone: (410) 260-8427
Email: margaret.lashar@maryland.gov

Grants for Non-Capital Historic Preservation Projects - Study of Native American Heritage in Forest Heights
Example of projects - Research, survey, documentation, planning, educational activities
https://mht.maryland.gov/grants_noncap.shtml
Karen Golder
Phone (410) 697-9550
Email: karen.golder@maryland.gov

List of Grants at Maryland Historic Trust
<https://mht.maryland.gov/grants.shtml>

Duane

- Met with CDC, Maryland Capital Park and Planning, representatives from Forest Heights Council and Mayor's office, and the new contractors from the Trials project regarding the trail improvements.
- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim



Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.

- Preparation of upcoming grants:
 - FY 2019 Local Impact Grant—this grant provides community-based programs and services within the three-mile radius around the MGM National Harbor gaming facility
 - Tree Keeper's grant application (Chesapeake Bay Trust)
 - Community Legacy
 - AARP Community Grant
 - CDBG Municipal Infrastructure Grant
- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is replacing 285 street lights with LED fixtures.
- Working with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons.

CODE ENFORCEMENT ACTIVITY

January 2019 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
5803 Schem Drive	truck parked on grass	Citation /0Z42198233	\$ 250.00	paid
5823 Shashone Drive	Boat /trailer on graas	Citation /5Z42198238	\$ 250.00	paid
5823 Shashone Drive	no Current tags	Citation /0Z42198240	\$ 250.00	paid
5909 Shoshone Drive	Renting W/O permit	Citation /4Z42198230	\$ 500.00	paid
120 Iroquois Way	no Current tags	Citation /0Z42198016	\$ 250.00	Pending
			\$ 1,500.00	
Building Permits				
Location			Result	
5820 Woodland Drive			\$ 50.00	
19 north Huron			\$ 50.00	
			\$ 100.00	
Business Licenses				
Location	Business Name		Result	Disposition
Rental Permits				
Location			Result	Disposition
Vacant Property Registry				
5900 Choctaw Drive			\$ 125.00	
		TOTAL	\$ 1,725.00	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

January 2018

Ombudsman Report

Ronald B Govan

For the month of January, the Town of Forest Heights had

- 6 Transfer of liability
- 6 Cancel Citation
- 20 Prince George's County waiver request
- 5 late fee requests granted
- 2 Pending investigation
- 1 Flag removal

FOREST HEIGHTS POLICE DEPARTMENT JANUARY REPORT

CALLS FOR SERVICE

Incident Type - Total

911 DISCONNECT 25

ACCIDENT 2

ANIMAL COMPLAINT 2

ASSAULT REPORT 1

BLS COMBINED 1

CDS COMPLAINT 1

CHECK WELFARE 8

CHECK WELFARE COMBINED 4

CIT ROBBERY REPORT 1

DEATH REPORT 2

DISORDERLY 11

DOMESTIC 7

FAMILY DISPUTE 2

FIGHT 1

FRAUD 2

GUNSHOTS 2

HIT AND RUN 1

LOST PROPERTY 2

LOUD MUSIC COMPLAINT 1

MISC POLICE INCIDENT 13

NOTIFICATION 2

PREMISE CHECK 119

RESIDENTIAL ALARM 6

STOLEN VEH 1

SUBJECT STOP 11

SUSPICIOUS AUTO 6

SUSPICIOUS OCC AUTO 13

SUSPICIOUS PERSON 1

TRAFFIC COMPLAINT 8

TRESPASSING COMPL 1

UNKNOWN TROUBLE 6

VEHICLE ACCIDENT COMBINED 1

WARRANT INVEST 1

WARRANT SERVICE 1

Total Calls --> 268

**911 Disconnect is when a caller accidentally calls or call and hangs up. The is call tracks to the nearest cellular tower which is in the Town.*

STATISTICAL REPORT

State Traffic Citations- 150

State Equipment Repair Orders-19

Parking Citations Issued-20

Arrest-11

Fines Collected-\$3,490.00

Impounds-25

Reports Written:30

FHPD ACCOMPLISHMENTS

- Created social media pages on the three major platforms (Twitter, Instagram, Facebook). We use these platforms to inform the community about events or current situations. You can find us @ForestHeightsPD.
- I Acting Chief Rease, is now a member of the Prince George's County Chief's Association where I attended my first meeting January 29, 2019. From that meeting the Forest Heights Police Department will be now attending Prince George's County Police Department and Prince George's County Office of the Sheriff In-Service training at no cost. We previously attended Prince George's Community College Police Academy In-Service Training at a cost. Our police officers will be receiving quality and up to date training.
- I Acting Chief Rease have a scheduled meeting with the Principal of Flintstone Elementary, where we are going to discuss about deeper partnership with the school. Forest Heights Elementary School meeting will also be schedule in February.
- FHPD has acquire a STOPSTICK system. This will give the officers a tool to use to disable or slow down suspects by flatting their tires when they flee in a vehicle. With this system it will minimize high speed pursuits.
- FHPD will be starting a new program called CAT. Community Advisory Team. This is similar to neighborhood watch, but it will consist of members of the police department, council, business owners, and the community. It will focus on creating partnerships and addressing public safety concerns.
- Pfc. Adams has attended a 4 Day Residential and Crime Prevention Course which included :

Introduction to Crime Prevention

Homeland Security and Terrorist Threats

Human Trafficking

Drugs of Abuse

Personal Safety

Robbery Prevention

Lighting and Surveillance

Workplace Violence

Alarms

Partnerships and Problem Solving

Financial Exploitation

Gang Awareness

Crime Prevention Through Environmental Design

Residential and Commercial Security Programs

Residential and Commercial Security Surveys

Pfc. Adams had been partnered with the Code Enforcement Officer when he does inspections. Pfc Adams then conducts a survey and make recommendations.

Part-Time Code Enforcement Officer Has Resigned

Ms. Chenee Williams who began work on November 28th as the Town's new part-time Code Enforcement Officer has recently resigned. The reason for her resignation she tells us is related to an undisclosed medical concern. The Mayor and Town Administrator are in the process of deciding if the position will be refilled at this time.

606 Modoc Lane Project Status

Since the recent hiring of a Project Coordinator (Pennoni Associates) to move the rehabilitation of the Police/Public Works building forward, the coordinator and all the contractors associated with the project attended a kick-off/re-start meeting for the project on January 28th. The meeting was held at the Prince Georges' County Department of Permitting, Inspection and Enforcement (DPIE) offices and included their staff in the conversation, since DPIE will be issuing the permits to complete the project.

During the meeting, the participants were introduced to each other, reviewed the project plans, discussed the current status of the project, and talked about what will be needed by all involved to get the project back on track.

Pennoni is currently reviewing all project documents and files in preparation for providing the Town an up-to-date status report. The report will also include a time-table for project completion.

2.4.19 Town Administrator Council Report